



MOORE COUNTY AIRPORT AUTHORITY MEETING AGENDA
WEDNESDAY, SEPTEMBER 8TH, 2021 @ 9:00 A.M.

(MEETING INVITATION TO ATTEND VIA ZOOM IS LOCATED ON THE AIRPORT WEBSITE)

WWW.MOORECOUNTYAIRPORT.COM

CALL TO ORDER – OPEN SESSION

A. PLEDGE OF ALLEGIANCE

B. REQUEST FOR ADDITIONAL AGENDA ITEMS (IF ANY, ITEM M)

C. CONFLICT OF INTEREST INQUIRY

D. APPROVAL OF AGENDA

E. APPROVAL OF PREVIOUS MEETING MINUTES

1. Formal request for approval - Moore County Airport Authority Meeting Minutes:
 - o August 17th, 2021

F. PUBLIC COMMENTS – (See back page for Procedures)

G. PRESENTATIONS/GUEST SPEAKERS

H. PUBLIC HEARING
(None)

I. PROJECTS SUMMARIES & UPDATES

1. Grant Projects
2. Local Projects
3. Exploratory Project

J. STRATEGIC PLAN REPORTS

K. RULES & REGULATIONS AND MINIMUM STANDARDS REPORT

L. STAFF REPORTS

1. Manager's Report
2. Financial Summary
3. Operation's Report

M. ADDITIONAL AGENDA ITEMS ADDED (IF ANY)

1. _____ 2. _____ 3. _____ 4. _____

N. UNFINISHED BUSINESS
(None)

O. NEW BUSINESS
(NONE)

P. CLOSED SESSION
(None)

Q. ANNOUNCEMENTS/COMMENTS/ADJOURNMENT

1. The next Moore County Airport Authority Meeting will be held via Zoom at 9:00 a.m. Wednesday, October 13th, 2021.

PROCEDURES FOR PUBLIC COMMENTS
MOORE COUNTY AIRPORT AUTHORITY

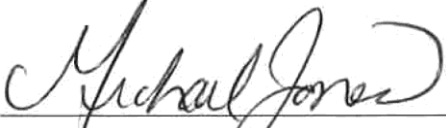
The Moore County Airport Authority is committed to allowing members of the public an opportunity to offer comments and suggestions. All comments and suggestions addressed to the Authority during the Public Comment Period shall be subject to the following procedures:

- 1. The comment period will be limited to items not listed on the current Agenda. Comments related to any current agenda items will be heard at such time the Authority addresses the agenda item during the meeting and prior to any formal vote being held by the Authority.*
- 2. Any individual that wishes to speak will have five (5) minutes to make his/her remarks. Speakers are asked to state their identity for record before beginning remarks.*
- 3. The Authority reserves the right to respond to public comments but is not required.*
- 4. Speakers will be courteous in their language and presentation. Matters or comments which are harmful, discriminatory or embarrassing to any citizens, official or employee shall not be allowed. Speaker must be respectful and courteous in their remarks and must refrain from personal attacks and the use of profanity.*
- 5. Speakers who have prepared written remarks or supporting documents are encouraged to leave a copy of such remarks and documents with staff.*
- 6. Speakers shall not discuss any of the following:*
 - a. Matters which concern the candidacy of any person seeking public office, including the candidacy of the person addressing the Board;*
 - b. Political Issues;*
 - c. Closed Session matters.*

Adopted, this the 8th day of November 2016.



Airport Authority Chairman



Airport Authority Secretary



Moore County Airport Authority
Tuesday, August 17th, 2021
Public Meeting – 9:00 a.m.
Minutes

The Moore County Airport Authority Meeting began at 9:00 a.m. on Tuesday, August 17th, 2021, via Zoom, with concessions made for the public to attend telephonically or by Zoom, due to the COVID-19 (Coronavirus) Pandemic. Airport Authority quorum was present.

Authority Members Present: Tom McPherson, Chairman
Barry Lerman, Vice Chairman
Mike Jones, Secretary/Treasurer
John Boesch, Member
Pat Corso, Member

Staff Present: Scott Malta, Airport Manager
Crystal Meyers, Administrative Assistant
Bobbie Cox, Operations Director

Guests Present: Steven Bright, Talbert & Bright, Inc.
Stephen Bright, Talbert & Bright, Inc.

CALLED TO ORDER: Chairman, Tom McPherson

- A. Pledge of Allegiance was led by Chairman, Tom McPherson.**
- B. Request for Additional Agenda (if any)**
 - 1. Items Requested:
 - Discuss Property Acquisition – Requested to be heard in Closed Session.
- C. Conflict of Interest Inquiry was made by Chairman, Tom McPherson.**
(None)
- D. Approval of Agenda**
 - 1. Draft Agenda: August 17th, 2021
 - Upon motion made by Chairman, Tom McPherson, and seconded by member, John Boesch, the Authority voted 5 to 0 to approve the agenda, including the additional item request listed in Item B.

E. Approval of Previous Meeting Minutes

1. Moore County Airport Authority Meeting Minutes Presented:
July 14th, 2021, Minutes.

- Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, John Boesch, the Authority voted 5 to 0 to approve the July 14th, 2021, Minutes.

F. Public comments

(None)

G. Presentations/Guest Speakers

(None)

H. Public Hearing

(None)

I. Projects Summaries & Updates:

1. Grant Projects:

- Airport Manager, Scotty Malta, reported the Master Plan Project Complete and the plan is available upon request.
- Bids submitted by contractors for the Airfield Lighting Rehabilitation Project was presented by Talbert & Bright.
 - Steve Bright, Talbert & Bright, provided an overview of the received bids and provided their recommendation to accept Appalachian Foothills Contracting, Inc.
 - Upon motion made by member, Pat Corso, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to award the contract to Appalachian Foothills Contracting, Inc. pending NCDOA concurrence.
- Hangar Taxi Lane, Access Road & Utilities Project
 - Steve Bright, TBI, reported the contract bids received exceeded the awarded grant amount due to the added alternate Taxi Lane. NCDOA is reviewing and considering increasing the grant amount to enable the contract to be awarded to cover the base bid and all the added alternates.
 - If NCDOA does not approve additional grant funding, the Authority has the option to fund the difference, should they choose to move forward with the alternate Taxi Lane.
 - By consensus, the Authority agreed to:
 - Move forward with the alternate by-pass Taxi Lane.
 - To utilize NPE funds should the NCDOA not award additional grant funds to cover the increased expenses for the added alternates.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, John Boesch, the Authority voted 5 to 0 to award the contract to complete the Hangar Taxi Lane, Access Road & Utilities Project.
- Hangar Development Project

- Steve Bright, TBI, reported the one bid received was well above the anticipated project cost.
 - Funding options for the project were presented and considered.
 - Chairman, Tom McPherson, stated he would begin conversations with the Banks to determine if funding options are viable.
 - By consensus, the Authority agreed to research alternate Hangar options before awarding the contract to the one bidder.
 - Vice Chairman, Barry Lerman, agreed to conduct research on alternate Hangar options.
 - Clearing – Wood Area effecting AWOS
 - Airport Manager, Scott Malta, provided an update on the AWOS being affected by the surrounding Wood Area.
 - The clearing is Grant Eligible.
 - Estimated cost of Project \$715K
 - Estimated cost of Environmental Assessment \$100K
 - Area would be developed to prevent future growth.
 - Project is high priority and Grant Funding will be pursued.
2. Local Projects:
- (Nothing Reported)
3. Exploratory Project Summaries:
- **Restaurant @ KSOP:** Nine (9) responses received with interest in establishing a Restaurant at the Airport.
 - **A&P Training Facility @ KSOP:** Conversations are underway to establish an A&P Maintenance Training Facility.

J. Strategic Action Plan Reports

1. Chairman, Tom McPherson, reported:
 - An Advisory Committee is under development to assist the Airport Manager.
 - A Cash Flow/Income Statement Report is under development for monthly Authority Meeting reporting.
2. Vice Chairman, Barry Lerman, reported:
 - (Nothing Reported)
3. Secretary, Mike Jones reported:
 - On-going meetings with local organizations are occurring and efforts are being made to attend more.
 - A suggestion was made to enhance KSOP Social Media presence and to update/enhance the Airport website.
 - The Authority suggested continuing with the establishment of a live feed camera at the Airport.
 - 1200 Aero has been installed at the Airport to monitor and record KSOP Airport

Traffic. Access is available for interested Authority members.

- A request to establish radio monitoring for KSOP Aircraft was agreed by consensus of the Airport Authority.

4. Member, Pat Corso, reported:

- (Nothing Reported)

5. Member, John Boesch, reported:

- (Nothing Reported)

K. Rules & Regulations & Minimum Standards

(None)

L. Staff Reports

1. Airport Manager, Scotty Malta, reported:

- Organization has submitted Hangar Development/Ground Lease request to the Airport Authority for consideration. Location at KSOP will need to be determined. Business would be providing Aviation related products/services.
 - By consensus, the Authority agreed to pursue the request.
- The Director of Operations position has been reclassified to the Operations Manager and the position has been posted internally.
 - Three (3) applicant packets were submitted and will be vetted with the Airport HR Committee, Pat Corso, and Barry Lerman.
 - Announcement of applicant selected will be made at, or before, the next Authority meeting.

○ The Authority had no inquiries/comments/action items.

2. Financial Report was summarized by Airport Manager, Scott Malta.

○ The Authority had no inquiries/comments/action items.

3. Operations Report was summarized by Operations Director, Bobbie Cox.

○ Main Hangar side door has been installed.

○ The Authority requested a report on the Hangar Waiting List be included each month with the Operations Report.

○ The Authority had no further inquiries/comments/action items.

M. Additional Agenda Items

(None)

N. Unfinished Business

(None)

O. New Business

1. Sovereign Aerospace/Sandhills Fliers Flight School Contract is under development.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to authorize Chairman, Tom McPherson, and Airport Manager, Scott Malta, to draft and execute the Contract with Sandhills Fliers Flight School.
2. Requested consideration for the purchase of a Scissor Lift.
 - Operations Director, Bobbie Cox, recommended not making the purchase due to the lack of space to store the equipment and the need not being substantial to justify a capital purchase at this time.

P. Closed Session (Additional Agenda Item Requested)

1. *Pursuant to [N.C.G.S. 143-318.11(a)(5)], the Authority met to establish or instruct the staff or agent concerning the negotiation of the price and terms of a contract concerning the acquisition of real property, located in the Runway 5 RPZ.*
 - Upon motion made by Chairman, Tom McPherson, and seconded by Vice Chairman, Barry Lerman, the Authority voted 5 to 0 to enter Closed Session.
 - Upon motion made by Chairman, Tom McPherson, and seconded by Secretary, Mike Jones, the Authority voted 5 to 0 to return to Open Session.
2. Closed Session Action Items:
 - TBI, Steve Bright, recommended:
 - Establishing just compensation in the amount of the appraisal and the review appraisal;
 - To authorize the Airport Manager, Scott Malta, and the Airport Attorney to work with the NCDOA to make an offer to the property owner and to include with the offer the owner eligible benefits information.
 - Upon motion made by Chairman, Tom McPherson, and seconded by Vice Chairman, Barry Lerman, approved Airport Manager, Scott Malta, and the Airport Attorney to begin the acquisition of property, to include relocation services provided by Talbert & Bright, Inc.
 - A revised Work Authorization to include property owner relocation services will be provided by Talbert & Bright, Inc.
 - Upon motion made by Vice Chairman, Barry Lerman, and seconded by member, Pat Corso, the Authority voted to approve the revised TBI Work Authorization to include property owner relocation services.

Q. Announcements/Comments

1. Airport Chairman, Tom McPherson, congratulated Operations Director, Bobbie Cox, and requested the details of the retirement celebration to be shared with the Authority.
2. Authority Chairman, Tom McPherson, announced the Moore County Airport Authority Monthly Meeting will be held via Zoom, at 9:00 a.m. Wednesday, September 8th, 2021.

R. Adjournment

1. Chairman, Tom McPherson, adjourned at 11:50 a.m.

Tom McPherson, Authority Chairman

Mike Jones, Authority Secretary

Expense and Revenue Comparison

Compare to 1 year ago

OPERATING EXPENSES	CURRENT BUDGET	Aug-21	YEAR TO DATE	% Used	YTD Aug 2020	DIFFERENCE
Operating Expenses - Administration	653,910	131,304	161,437	25%	128,455	32,982
Operating Expenses - Facility Maintenance	166,094	14,069	19,548	12%	17,312	2,236
Operating Expenses - Line & Customer Service	2,074,902	225,114	427,205	21%	210,614	216,592
Total Operating Expenses	2,894,906	370,486	608,190	21%	356,381	251,809
OPERATING REVENUES	CURRENT BUDGET	Aug-21	YEAR TO DATE	% Used	YTD Aug 2020	DIFFERENCE
FUEL: JET-A	2,162,250	274,185	517,474	24%	228,903	288,571
FUEL: 100LL	403,750	41,781	78,094	19%	56,978	21,116
HANGAR & FACILITY RENTAL	626,490	47,830	133,771	21%	134,848	(1,076)
AIRPORT SERVICES	93,000	12,798	21,891	24%	13,921	7,970
OTHER	5,000	598	1,148	23%	591	557
FUEL CONTINGENCY	0	0		#DIV/0!	0	0
Total Operating Revenues	3,290,490	377,191	752,378	23%	435,240	317,137
NET OPERATING PROFIT (LOSS)	395,584	6,705	144,188	36%	78,859	65,329

NON-OPERATING EXPENSES	CURRENT BUDGET	Aug-21	YEAR TO DATE	% Used	YTD Aug 2020	DIFFERENCE
Depreciation Expense recorded to date	0	0	14,000		24,000	(10,000)
Grant Match & Transfers Out	1,326,000	0	0	0%	0	0
Capital Outlay	325,000	0	0	0%	0	0
Special Projects		0	0		0	0
Contribution to Moore County	0	0	0		0	0
Total Non-Operating Expenses	1,651,000	0	14,000	1%	24,000	(10,000)

NON-OPERATING REVENUES	CURRENT BUDGET	Aug-21	YEAR TO DATE	% Used	YTD Aug 2020	DIFFERENCE
Interest Earned	17,000	18	18	0%	255	(237)
Total Non-Operating Revenues	17,000	18	18	0%	255	(237)

NET NON-OPERATING PROFIT (LOSS)	(1,634,000)	18	(13,982)	1%	(23,745)	9,763
--	-------------	----	----------	----	----------	-------

TOTAL NET PROFIT (LOSS) aka Retained Earnings Impact	(1,238,416)	6,723	130,206	-11%	55,114	75,092
---	-------------	-------	---------	------	--------	--------

Income from Line & CSR

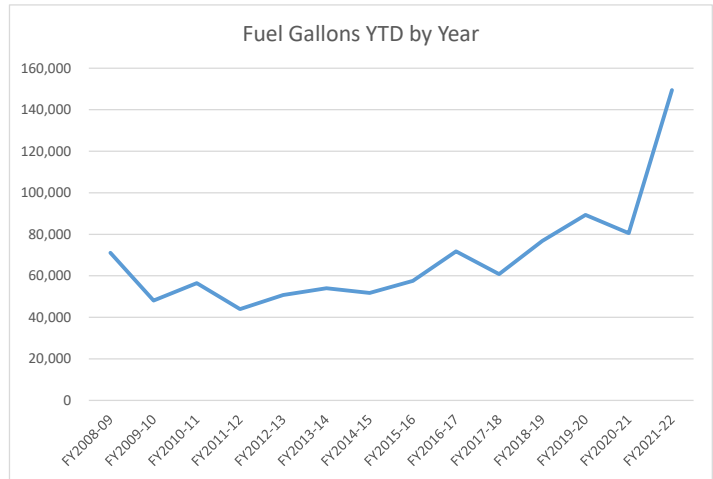
Services & Fuel Sales less Line & Customer Service	584,098	103,650.00	190,253		89,188	101,065
--	---------	------------	---------	--	--------	---------

**MOORE COUNTY AIRPORT
FINANCE MEASURABLES
Aug-21**

Fuel Gallons Sold	2021	2020	
100LL Gallons August	8,676	7,483	15.9%
Jet A Gallons August	69,350	30,569	126.9%
Total Gallons August	78,026	38,052	105.1%
100LL Gallons YTD (7-1-21 - 8-31-21)	17,693	15,002	17.9%
Jet Gallons YTD (7-1-21 - 8-31-21)	131,773	65,531	101.1%
Total Gallons YTD (Aug)	149,466	80,533	85.6%

Historical

Fuel Gallons Pumped YTD (Aug)	
FY2008-09	71,126
FY2009-10	48,126
FY2010-11	56,472
FY2011-12	43,976
FY2012-13	50,819
FY2013-14	54,011
FY2014-15	51,727
FY2015-16	57,572
FY2016-17	71,746
FY2017-18	60,799
FY2018-19	76,849
FY2019-20	89,389
FY2020-21	80,533
FY2021-22	149,466



Fuel Gallons by Customer Type

	2021	2020	
Jet Base	7,915	6,899	14.7%
Jet Transient	61,435	23,670	159.5%
Total Jet for Aug	69,350	30,569	126.9%
Avgas Base	6,560	4,653	41.0%
Avgas Transient	2,116	2,830	-25.2%
Total Avgas for Aug	8,676	7,483	15.9%

Landings Transients

	2021	2020	
Single Engine Landings	444	170	161.2%
Multi Engine Landings	145	30	383.3%
Jet Landings	114	75	52.0%
Helicopter Landings	72	5	1340.0%
Total Landings Aug	775	280	176.8%
Total Landings YTD (Base & Transient)	1,587	2,309	-31.3%

August 2021 Operations Report:

1. Carl and Scott removed the big holly tree at the main gate that was interfering with the camera's signal.
2. Gattis Construction replaced a roof boot and sealed around the exhaust fan in the men's room. They also cleaned and replaced screws in Hangar # 1 and the oil room.
3. We ordered three new hand held radios for the line staff.
4. Gattis Construction cut and framed out an opening for a 10' x10' rollup door in Hangar # 1 then Marvin Overhead Doors came out and installed the door.
5. Lee Marsh painted the yellow slash marks and No Parking stencils in front of the new roll up door on the side of Hangar # 1.
6. We received quotes from John Cole's Plumbing to put water and sewer in the baggage claim area for \$9,503.95 and in the KSOP area for \$9,889.15.
7. Since our last Authority meeting we have had one T-Hangar come open and it was filled right away. We still have 34 customers on our longest T-Hangar waiting list.
8. We received our new tug we had ordered from Houston International Aircraft Support, Inc.

